

Board of Firefighting Personnel Standards and Education

- I. Policy / Variance applicants for acquiring Fire Instructor I certification**
- II. Purpose / Standardize the process and Board expectations of those applicants who request a variance because the individual has equivalent certification/degree from another organization.**
- III. Applicability / All persons who desire to use equivalent Instructor/Teacher certification or a degree to achieve Fire Instructor I.**
- IV. Risk Statement / reduce the time it takes to review and reduce the number of variance requests.**
- V. Definitions**

An individual who desires for the Board to issue a Fire Instructor I certification through the variance process and is currently certified as outlined below will be granted the certification by Academy staff.

A current Indiana Teachers License or Certification is reciprocal to Instructor I provided the applicant takes and passes the reciprocity test (Indiana Rules Test).

A current Indiana Primary Instructor Certification is reciprocal to Instructor I provided the applicant takes and passes the reciprocity test (Indiana Rules Test).

A current Indiana Law Enforcement Academy (ILEA) Certified instructor is reciprocal to Instructor I provided the applicant takes and passes the reciprocity test (Indiana Rules Test).

An individual who holds certification/degrees or other equivalency shall submit an application for a variance. At a minimum the variance request shall include the following:

Letter requesting variance shall include at a minimum:

- a) A copy of a the license or certification;
- b) Proof of prerequisite for Instructor I, having been met



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If a degree is the equivalency being submitted / transcripts with specific courses outlined that meet the KSA's of Fire Instructor I. The designated courses from a degree shall be reported in the variance request on how the specific skills were trained, tested and evaluated.